



OLD VALUES - NEW HORIZONS

COMMUNITY DEVELOPMENT

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Planning Board Workshop Approved Minutes

February 5th, 2020

7:00 pm at Community Development Meeting Room

3 North Lowell Road

Attendance:

Chair, Paul Gosselin, Present
Vice Chair, Derek Monson, Present
Alan Carpenter, Present
Margaret Crisler, Present
Joe Bradley, Present
Jennean Mason, Present
Kathleen DiFruscia (alternate), Excused
Matt Rounds (alternate), Present
Gabe Toubia (alternate), Present
Heath Partington, Board of Selectmen liaison, Present
Joel Desilets, Board of Selectmen liaison (alternative), Excused
Dick Gregory- Planning Board Director
Renee Mallett- Minute Taker

The meeting opened at 7:02 with the Pledge of Allegiance and the introduction of members.

The applicant requested a continuance on Case 2019-35 as they need more time to sort out the legalities and questions surrounding Spear Hill Road, which was almost entirely discontinued by the town in the 1960s. This led to some debate on the proper procedure for doing so as the case had been previously approved with the codicil that no work would start onsite for 30 days so these questions could be resolved.

Mr. Partington said the motion approving the case should be reconsidered but cautioned that would result in the need to notice abutters again and to rehear the case. However, initial information from Attorney Campbell saying that the 290 feet of remaining public road in question would have been considered a Class 6 road after 5 years of not being maintained by the town, would result in a rehearing of the case regardless.

Ms. Crisler made a motion to reconsider to motion that granted conditional approval of Case 2019-35. Vice Chair Monson seconded the motion. Mr. Partington asked that any TRC comments regarding the case be added to the packet in the future. 7-0, the motion passed.

Ms. Crisler made a motion to continue Case 2019-35 until February 19th, 2020 at 7:00pm. Vice Chair Monson seconded the motion which was then amended to date certain of March 4th. Both the motion and second stood. 7-0, the motion passed.

Eric DeLong, IT Director, presented a PowerPoint on how the board might switch to electronic packets instead of the paper ones currently used. He suggested that Julie Suech be made the point person for which all the digital documents would be added to an online cloud that could be accessed by board members and residents. Mr. DeLong said the Board of Selectmen use a similar system. He suggested that non-public items be kept from the cloud entirely so there could be no mix ups that resulted in them being accessible to the public.

Mr. Rounds proposed that a notation be made in the public file that non-public items existed so the board would know to look for the paper copy. Mr. Carpenter had previously suggested the first item in all folders be a checklist of items and said that "Non-public items" could be one of the entries. It was also suggested that the files be read only and that only Ms. Suech would have the ability to edit them, so there could be no worries about comments being taken to the level of a "virtual meeting" or pre-hearing bias.

Mr. DeLong had already put some place holders onto the Planning Board section of the town website so the board could see what this system would look like in practice. An immediate issue was found when all the board members tried to download the materials at once, which slowed the Wi-Fi. Mr. Carpenter said the modem was outdated. Chair Gosselin also suggested that on the night of a meeting all relevant case files could be pre-downloaded to the board's devices.

Ms. Wendy Williams, who is the point person for the similar system used by the Board of Selectmen, agreed that non-public items should be kept off the cloud entirely. She also said that some printed copies might be made of the files in order to be ADA compliant. Ms. Williams thinks all the sub-committees of the board should be included in the system.

Mr. Carpenter suggested the checklist consist of two columns, one with all mandatory items and the other with possible items that would be needed in some cases but not all.

Mr. Bradley wanted TRC comments clearly marked "no comment" so the board would know if they had seen the case in question or not. He also wanted there to be a clear-cut deadline for when all items should be in the digital packet, as the paper versions are currently in place for Friday night.

This led to some discussion from board members about late items being added to the packet. Mr. Carpenter felt if all items were not received by the Friday before a meeting that the board should not hear the case. Mr. Rounds said no case should be heard without the accompanying Keach memo. Chair Gosselin raised the issue of the deadline associated with hearing cases. Mr. Gregory said it started when the board opened the case. Chair Gosselin said from a legal standpoint they could not delay hearing a case because of a delay from the town's engineer.

Mr. Carpenter made a motion that all 2020 cases would use the proposed electronic storage system, with an evolving checklist, and that all board members would continue to get paper plans. Ms. Mason seconded the motion. Mr. Gregory amended the motion to say that all possible relevant case items would be added by 3:00pm on the Fridays before the case was heard. The motion and second stood. 7-0, the motion passed.

The matter of deadlines and late items continued to be a topic of conversation. Mr. Bradley suggested plans could be denied if the applicant was not agreeable to an extension, but Chair Gosselin said that they could not deny based on the timing of a town employee. Vice Chair Monson asked about conditional approvals with re-reviews by Mr. Keach.

Ms. Crisler felt that it was more likely that Mr. Keach's memo would be late because the applicant themselves were late in sending in the necessary plan information. Mr. Gregory was able to clarify that the plans were submitted with applications. These packets of information are sent electronically to Mr. Keach within 2 to 3 days of receiving them. Date certain for response is listed in each transmittal sent. Mr. Bradley suggested that date be moved forward to give time for a second review by Mr. Keach if necessary.

92 "Charrette to the West," a workforce housing design workshop, was discussed. They are accepting
93 applications from towns that do not currently have a workforce housing coalition, like Windham.
94

95 **Mr. Carpenter made a motion to ask staff, in conjunction with the Chair and/or Vice Chair, to**
96 **apply for the Charrette of the West. Vice Chair Monson seconded the motion. 7-0, the motion passed.**
97

98 Vice Chair Monson asked that the agenda still be printed and included with the printed copies of
99 plans. Mr. Toubia asked that the files in the digital system be numbered in such a way as to make them
100 follow the checklist chronologically.
101

102 **Ms. Crisler made a motion to accept the minutes of 1-15-2020 with the name of Spear Hill Road**
103 **edited from Spearhead and that typos to the word "Ms." be rectified throughout. Ms. Mason questioned**
104 **what lot numbers were used in the case and the minutes, but Mr. Carpenter said it reflected what the**
105 **discussion was. Mr. Bradley seconded the motion. 7-0, the motion passed.**
106

107 **Ms. Mason made a motion to adjourn the meeting. Mr. Carpenter seconded the motion. 7-0, the**
108 **motion passed.**